

# SCHOOL DISTRICT OF PHILADELPHIA

## Austin Meehan Middle School

### PARENT INVOLVEMENT POLICY

2017 - 2018

#### PART I. GENERAL EXPECTATIONS

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The Austin Meehan Middle School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved

for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) Parent participation in school activities and meetings will increase 10% for the school year as evidenced by parent sign in sheets during meetings, workshops, back to school night and report card conferences held November 20 - 22, 2017, February 14 - 16, 2018, May 2<sup>nd</sup> - 4th, 2018;*

*(E) Focus on the renewal of commitment to children and everything that affects them through shared accountability;*

*(F) Parental meetings focused on increasing their understanding of technology and how to use it to benefit their child (ren's) education and stay current in a technological society.*

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118(a)(2), ESEA.] Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The Austin Meehan Middle School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:
  1. *Back to School Night (enlightening event) September 19, 2017*
  2. *Field / Educational Class Trips tied to Core Curriculum (TBA)*
  3. *Meeting with our Home and School Representatives Once reestablished and School Advisory Council.*
  4. *Assembly Programs –Music, Awards, Talent Show, Recognition, Music / Band Performances, Outside Partnership Presentation (Eat Right Now Workshops, Police Safety Presentations).*
  5. *Planned parent information sessions.*
  6. *All above activities have been posted on our school website 2 weeks prior to taking place. Parents have also been notified via parent messenger about back to school night and other activities.*
  
2. The Austin Meehan Middle School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - *Back to School Night (enlightening event) September 19, 2017*
  - *Report Card Conferences Dates Set By District November 20 - 22, 2017, February 16 – 19, 2018, May 2<sup>nd</sup> – 4th, 2018.*
  - *Updated school website (sharing information)*
  - *School Advisory Council (decision makers)*
  - *Interim Report (informing parents/ or guardians)*
  - *Academy Teachers conferences/ teachers conferences with parents ongoing and as needed*
  - *Parent Workshops (a learning experience for parents, funded by Title One / Grant Funding (If Applicable) TBA)*
  - *Parent workshop in spring using Parent Messenger and the school website to notify parents about meeting. Focus of the meeting will be to review data with parent and/or guardians and school-based personnel, review school budget for 2018-2019.*
  
3. The **School District of Philadelphia** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - In collaboration with the Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
  - Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.

- The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I School Advisory Council (SAC), Home and School Associations, The Philadelphia Right to Education Task Force, and other organized parent groups.
  - Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
  - Provide workshops to parents on supporting student achievement and parent engagement.
4. The Austin Meehan Middle School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

N/A

5. The Austin Meehan Middle School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*The evaluation will be a parental survey. It will be conducted school wide by Austin Meehan Middle School staff and administration. The survey will be administered during the mid semester and at the end of the year. Review of policy and compacts will take place with parents to ensure all planned goals are achieved. Review of plan will occur in December 2017 and spring 2018 (specific dates to be announced).*

6. The Austin Meehan Middle School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. The Austin Meehan Middle School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
- The requirements of Title I-Part A, workshop with the Title One school based coordinator during planned Back To School Night September 19<sup>th</sup>, 2017 - 5:30 pm – 7:30 pm.
  - How to monitor their child's progress, Parent Net workshop date to be announced
  - How to work with educators.
  - Parent Volunteer meeting October 11, 2017 in room 111.
  - Home and school recruitment on October 11, 2017 in room 111.
  - Getting the most from report card conference workshop October 16, 2017.

- Understanding the high school process – Counselor Led (TBA)

All workshops will be facilitated by the Title 1 coordinator, School Based Teacher Leader, or Dean of students during Back To School Night September 19, 2017.

- B. The Austin Meehan Middle School will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- *Offering parental workshops on new topics (as needed and scheduled) conducted by Title One school-based coordinator, school counselor or other staff in room 111 of Austin Meehan Middle School.*
- *Teacher Tutoring / Extra Curricular Activities in math and literacy offered by school based teachers using Title One funding.*
- *Monthly Website Messages (as needed, updated by Technology Leader)*
- *Parent Link System (Roster Chair).*

All workshops will be facilitated by the Title 1 coordinator, School Based Teacher Leader, Dean of students or school administration.

- C. The Austin Meehan Middle School will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Conducting conferences (as needed and scheduled) both formal and informal*
- *Workshops for parents and staff (TBA) are held monthly, dates and times are disseminated by Parent Link.*
- *Website postings (updated as needed)*
- *Staff training and professional development during school based professional developments on ½ days not scripted by district office. Staff to include school police and school based secretaries.*

- D. The Austin Meehan Middle School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Home and School Association (once established)

*To accomplish this task, we will work patiently and collaboratively with our parents / guardians; we will also provide them with information that is timely, helpful, informative, and in a language they can understand.*

*Our parent resource center is located on the first floor near the main office. Parent and staff conferences are held in rooms 103 & 104. If needed parent can have access to a computer by notifying the office staff.*

- E. The Austin Meehan Middle School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities,

is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*The Austin Meehan Middle School will take the following actions to ensure that parents / or guardians are well informed, and that they will have a clear understanding of written and oral information that they received. To ensure this, we will do the following:*

- *Austin Meehan Middle School website*
- *Student Code of Conduct – School District Website*
- *Media (As Needed)*
- *Postings (in and out of school)*
- *Phone Link / Parent Messenger*
- *Phone Calls (both teacher and administrator placed, as needed)*
- *Formal Notes Home (mail and student delivered)*

*If translation is needed we call the translation center. Parents can receive messages at home in their native language via parent messenger as well.*

### **PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

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